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United States Department of Agriculture
Agricultural Research Service
STATE EXPERIMENT STATIONS DIVISION

ESSENTIALS OF AN EXPERIMENT STATION PROJECT OUTLINE

923407

Title. A brief, clear, specific designation of the subject of the research. The title, used by itself, should give a good indication of what the project is about.

Justification. Should present (1) the importance of the problem to the agriculture and rural life of the State or region; (2) reasons for doing the work such as the needs the project will fill and the importance of doing the work now; and (3) ways in which public welfare or scientific knowledge will be advanced.

Previous Work and Present Outlook. A brief summary covering pertinent previous research on the problem (citing the more important and recent publications from other stations, as well as your own station); the status of current research; and the additional information needed, to which the project is expected to contribute. (Literature citations may be listed at the end of the project outline.)

Objectives. A clear, complete, and logically arranged statement of the specific objectives of the project.

Procedure. A statement of the essential working plans and methods to be used in attaining each of the stated objectives. The procedures should correspond to the objectives and follow the same order. Phases of the work to be undertaken currently should be designated. The location of the work and the facilities and equipment needed and available should be indicated. Wherever appropriate, the procedure should provide data suitable for statistical analysis. The statement on procedure should indicate that the research has been carefully planned and should provide for changes when they are necessary to improve the work.

Probable Duration. An estimate of the maximum time likely to be required to complete the research originally planned and publish the results. Whenever any material change in the objectives of a project is advisable, a new or revised project outline should be prepared. A major change in procedure might also necessitate a revision of the project outline.

Financial Support. Estimated annual allotments (by funds) to (1) salaries, (2) maintenance, based on analysis of requirements for labor, equipment, supplies, travel, and other operating expenses.

Personnel. The leader or leaders and other technical workers assigned.

Institutional Units Involved. Each subject matter unit in the agricultural experiment station and any other units of the institution contributing essential services or facilities. The responsibilities of each should be indicated. If there is an advisory, coordinating, or directing committee for the project, this should be shown.

Cooperation. A statement as to cooperation with the U. S. Department of Agriculture or any other stations, institutions, or other agencies cooperating formally or informally on the project. List Regional project if project is Contributing.



